



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO
AFLG-PR ATTENTION OF

25 May 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 99-26

1. This CIL contains information on the following subjects:

a. Army Federal Acquisition Regulation Supplement - 13.90,
and

b. Use of the Section 8(a) Program to Enhance Woman-Owned
Small Business Awards.

2. Army Federal Acquisition Regulation Supplement - 13.90.
Reference memo, SARD-PP, 30 April 1999, SAB (encl 1). Army
organizations are authorized to use the Government Purchase Card
up to the micro-purchase threshold at DOD NAFIs, including AAFES
facilities, provided the resale activities are within the scope
of the particular NAFIs' charter. For additional information,
please contact Ms. Gwen Miles at DSN 367-5486.

3. Use of the Section 8(a) Program to Enhance Woman-Owned Small
Business Awards.

a. The memo from the Small Business Administration's (SBA)
Office of Women's Business Ownership provided at enclosure 2 has
valuable information on the resources available within the SBA to
assist women-owned small businesses to compete in the Federal
marketplace. One of the areas mentioned is use of the Section
8(a) Program to place contracts with women-owned business
concerns.

b. To enhance the participation of women-owned businesses in
FORSCOM acquisitions, we encourage you to use the SBA's PRO-Net
Database to identify women-owned 8(a) concerns in your local
area. Once you have identified these concerns and checked out
their capabilities and past performance histories, you can name
request them in your Section 8(a) offering letters to the SBA.
In most cases, the SBA will let you negotiate an 8(a) contract

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with any concern you name request. This procedure can only be used below the applicable competitive threshold for 8(a) acquisitions.



TONI M. GAINES
Chief, Contracting
Division, DCSLOG
Principal Assistant Responsible
for Contracting

2 Encls
as

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DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

APR 30 1999

• REPLY TO
ATTENTION OF

SARD-PP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Federal Acquisition Regulation Supplement- 13.90

The following is a restatement of Army Policy. A recent provision of law at 10 USC 2482a, titled "Nonappropriated fund instrumentalities: contracts with other agencies and instrumentalities to provide and obtain goods and services" permits purchase from the Army and Air Force Exchange Service System (AAFES) and other nonappropriated fund instrumentalities (NAFIs) which support the morale, welfare and recreation systems of the DOD.

Army organizations are authorized to use the Government Purchase Card (GPC) up to the micro-purchase threshold at DOD NAFIs, including AAFES facilities, provided the resale activities are within the scope of the particular NAFIs' charter.

Micropurchase guidelines shall be followed in accordance with FAR 13.202. This policy will be reflected in an upcoming formal change to the AFARS.

Should you have any questions regarding this subject, the point of contact is Dorothy Hindman at Commercial (703) 681-3417 or DSN 761-3417, Email: hindmand@sarda.army.mil.

Estherlene S. Morse
Director for Procurement and
Industrial Base Policy

DISTRIBUTION:

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING
HQ, U.S. Army Materiel Command, ATTN: AMCRDA-AC (PARC),
5001 Eisenhower Avenue, Alexandria, VA 22333-0001
U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC, Redstone
Arsenal, AL 35898-5000



May 1999

TAKING AIM AT FEDERAL PROCUREMENT

"Perhaps the largest disparity between men- and women-owned businesses is illustrated in federal procurement data. Measured by both the number and dollar value of federal contracts, women's participation in procurement comes up far short of their share of overall economic activity." Women in Business, SBA Office of Advocacy, October 1998 There's no question about it: Women have made phenomenal strides in the business world in the recent past, and we are changing the face of America's economy-in very positive ways. But there are still some bastions of inequality we have yet to surmount; one of them is the federal procurement market.

While women own nearly 40 percent of all U.S. businesses, while they earn more than 11 percent of business receipts, and while the fastest areas of growth are in male-dominated areas like construction, manufacturing, wholesale, transportation, communications and public utilities, women-owned firms still secure less than 2 percent of the federal prime contracts and less than 4 percent of the subcontracts.

Is it reasonable to believe that women's businesses in the country can provide only between 2 and 4 percent of the goods or services needed by the government? I don't think so. But somehow, the federal procurement market seems to be a nearly impenetrable fortress for women. As mighty a fortress as it appears to be, however, it is one that can be conquered. A few have already scaled the walls; with effort and perseverance, more and more will follow and, eventually, as we bring our forces together and coordinate our efforts, women can prevail and win their fair share of this \$200 billion market.

The SBA is leading the charge. We are forming alliances aimed at enabling the federal government to meet the 5 percent contracting goal for businesses owned and controlled by women that was set by the Federal Acquisition Streamlining Act of 1994. The agency has negotiated memorandums of understanding with about a dozen large federal agencies to define their roles and make commitments to increase the participation of women's businesses in federal procurement. Plus, more than 20 large agencies or departments have assigned women-owned advocates to act as liaisons with the SBA and to provide outreach, training, and marketing assistance to women business owners.

We are backing up these alliances with a number of programs designed to help women win their share of this large and lucrative market, such as the 8(a) Program, the new Small Disadvantaged Business Program, and, most importantly, the SBA's online procurement network, PRO-Net. PRO-Net is a powerful marketing tool that can catapult a WOSB into the thick of the federal procurement market. It puts information about a WOSB directly in the hands of government procurement officers. That access, combined with a government-wide 5 percent contracting goal for women-owned businesses, gives a clear advantage.

PRO-Net is not only the largest federal procurement network; it also provides gateways to state, private and even international procurement opportunities. Add the fact that the government-and, let's face it, the world-is moving increasingly to electronic commerce, and you begin to see how important PRO-Net is.

With that in mind, we are working hard to increase the number of women-owned small businesses registered on PRO-Net-and we want to make sure that those registered get called for procurement opportunities. Already a number of federal agencies use PRO-Net as their primary resource for contracts, and we are negotiating commitments from others, plus promoting the network in other markets.

Of course, WOSBs have to do their part. To be sure that a firm is properly registered, they must fill in all the mandatory fields on the form (otherwise, their profile will be rejected). And keep in mind that

Encl 2

the optional fields may be just as important as the mandatory fields. For example, the "performance history and references section" is optional, but it provides current contract and reference information valuable to a busy contracting officer. The easier we make it for the purchasing agent, by providing a full profile, the more likely a WOSB is to get the call-and the contract. Meanwhile, WOSBs don't have to wait for a call; WOSBs can do searches in the linked databases, including the Commerce Business Daily, for opportunities you want to bid on.

The 8(a) Business Development Program, named for a section of the Small Business Act, has recently broadened its guidelines to include a more diverse base of disadvantaged individuals. This is good news for many women entrepreneurs, since 8(a) certification offers a strong advantage in securing federal contracts, with contract set-asides, mentoring and other assistance to help ensure success.

Businesses certified in the 8(a) Program are automatically included in the Small Disadvantaged Business Program. The new SDB Program has a certification process designed to treat small companies equitably and give them an efficient first step into the federal procurement arena-part of President Clinton's mandate to "mend, not end" affirmative action programs. Revised federal rules will also make it easier for businesses not owned by members of minority groups to qualify as SDBs. Once a business is certified and listed on the public registry, it is eligible for preferences, including a price evaluation adjustment of up to 10 percent for SDBs bidding as prime contractors. There are also preferences for large businesses that use SDBs as subcontractors. The preferences apply to those industries in which disadvantaged companies are underutilized. The Online Women's Business Center also has online procurement training, including detailed information on these programs as well as links to their web sites. And here's important news: you can now download a new PRO-Net tutorial from the Online WBC, making it easier than ever to register! WOSBs can also get training at Dollar\$ and Sense workshops around the country. These workshops educate women entrepreneurs on how to do business with the federal government.

These programs provide a lot of firepower-but they can only work if women take advantage of them. The SBA is doing all it can to give you a clear shot at the federal procurement market, but it is up to you to take advantage of the opportunities. So, into the fray, over the walls, and may the best women win!

FOR MORE INFORMATION:

Small Disadvantaged Business-Applications and a list of licensed certifiers are available at SBA district offices nationwide or by calling the Office of Small Disadvantaged Business Certification and Eligibility at 800-558-0884. 8(a) Business Development-For information on the 8(a) Program or to receive an application, contact your local SBA district office. Most district offices have 8(a) orientation workshops to provide additional information regarding the eligibility requirements and to review various SBA forms. Dollar\$ and Sense Workshops- A calendar of events is available through SBA district offices nationwide or online at www.sba.gov/gc/wobtraining <<<http://www.sba.gov/gc/wobtraining>>> .

32ND ANNUAL JOINT INDUSTRY/SBA

PROCUREMENT CONFERENCE/BUSINESS OPPORTUNITY EXPO "Government & Industry: Partnership for The Next Millennium." June 8-10, 1999, at the Grand Hyatt Washington Hotel. This event will attract hundreds of small and large businesses as well as local and Federal agency representatives seeking more innovative and cost-effective ways to provide goods and services. For more information, visit www.sba.gov/gc/expo.htm <<<http://www.sba.gov/gc/expo.htm>>> on the Internet, call toll-free 877-SBA-32nd (722-3263), e-mail at fleon@multiconsultant.com <<<mailto:fleon@multiconsultant.com>>> , or fax to (301) 587- 4138.

To get further information on these and other SBA programs and services, visit the Online Women's Business Center at www.onlinewbc.org <<<http://www.onlinewbc.org>>> or the SBA web site at www.sba.gov <<<http://www.sba.gov>>> , or call your SBA district office (under U.S. Government in the phone book or at 800-U-ASK-SBA).

IN OTHER NEWS...

NEW FEATURES ON SBA'S SMALL BUSINESS CLASSROOM The Small Business Classroom is reaching new markets and training small business clients in a changing, global environment, through interactive, easily accessible online courses on topics most in demand by small business clients.

Now the Small Business Classroom has teamed with the Harvard Business School to bring you-

- Free access to two on-line Harvard Manage Mentor learning modules, Finance Essentials and Business Problem Solving.
- On-line access to one Harvard Business Review article each month.
- Free access to Harvard's Entrepreneurial Resource Center, including an online entrepreneurial assessment tool.

Other new features of the Small Business Classroom include-

- Quick access to online business counseling offered by SCORE.
- Information & access to all SBA sponsored training events nationwide.
- Direct on-line access to more than 30 powerful small business links and mentoring tools.
- Information and viewing schedules for the Small Business 2000 PBS series, co-sponsored by the SBA.
- On-line summaries of the Strategic Management Learning Series.

You can access the Small Business Classroom at www.sba.gov
<<<http://www.sba.gov>>> .

Coming Up

EDWARD JONES SATELLITE SERIES CONTINUES WINNING STRATEGIES FOR WOMEN ENTREPRENEURS Starts May 17. "Marketing, Management & Money Matters for the Millennium"-Live broadcasts will be downlinked to Edward Jones offices, small business development centers, chambers of commerce and other locations nationwide. To attend, call your local Edward Jones office or 877-335-4015 (toll free).

WORKING WOMAN 500 CONGRESS:

LEADERSHIP FOR THE NEW MILLENNIUM

May 10-12, 1999, at the Mayflower Renaissance Hotel, Washington, D.C. Attended by over 700 delegates in the past, this unique program is designed for every woman business owner, a unique and exciting networking opportunity. For information, call toll free 888-735-6192, fax to 212-445-6238 or e-mail mc2conf@aol.com <<<mailto:mc2conf@aol.com>>> .

Canada-USA Businesswomen's Trade Summit

Toronto on May 17-21-Through this trade summit, women small business owners can explore options, work directly with Canadian women business owners and agencies, and establish contacts crucial to their success. For more information, visit the Online Women's Business Center at www.onlinewbc.org <<<http://www.onlinewbc.org>>> or the conference Web site at www.businesswomensummit.com <<<http://www.businesswomensummit.com>>> , or call (toll free) 1-877-660-0224.

NAFE NATIONAL LEADERSHIP CONVENTION & LEADERSHIP CONFERENCE Steps to Success, May 21-22 in New York City, with downlinks to eight major cities: Chicago, Columbus, Dallas, L.A./Orange County, Miami, Philadelphia, San Francisco, Washington, D.C. Call 1-800-285-NAFE or visit the NAFE Web site at www.nafe.com <<<http://www.nafe.com>>> for more information or to register.

REMINDER

Are you Y2K OK? To find out, visit the SBA Y2K Web page at www.sba.gov/y2k
<<<http://www.sba.gov/y2k>>> .

You can also get information about a new loan program for Y2K compliance. That's it for this month. As always, I invite you to use the information in the newsletter-and share it with anyone you feel

would be interested. And, of course, we appreciate your feedback-or news you might have to share. Let us hear from you by e-mail at owbo@sba.gov <<<mailto:owbo@sba.gov>>> or by fax at 202-205-7287. If you use any of the information we send in a publication or online, we'd love to have a copy. You can fax or e-mail copy, or send it to the Office of Women's Business Ownership at 409 Third St., SW, Washington, DC 20416.

We look forward to hearing from you.

Sherrye Henry

Assistant Administrator for Women's Business Ownership